MINUTES
Strategic Planning Committee

DATE	March 24, 2004
TIME	2:00 PM
LOCATION	Kinkead Building, 6th Floor Conference Room Carson City
RECORDER	Alisanne Maffei, Strategic Planner

ATTENDEES

Name	Attend ✓	Name	Attend ✓
Chair – Mike Hillerby, Governor's Office		Co-Chair – Perry Comeaux, Department of Administration	✓
Birgit Baker, DETR	✓	Alisanne Maffei, DoIT	✓
Mark Blomstrom, DoIT		Dave McTeer, DOA	✓
Miles Celio, Military	✓	Shelly Person, DoIT	
Chuck Chinnock, Taxation	✓	Randy Potts, DoIT	✓
Robert Chisel, NDOT		Grant Reynolds, B&I	✓
Jackie Crawford, Corrections	✓	Keith Rheault, Education	
Terry Crawforth, Wildlife	✓	Kathy Ryan, DoIT	✓
Myla Florence, DETR		Terry Savage, DoIT	✓
Rick Gimlin, Agriculture	✓	Scott Sisco, Cultural Affairs	
Jeanne Greene, Personnel	✓	Rich Stewart, Corrections	✓
Don Henderson, Agriculture		P. Forrest Thorne, PEBS	✓
Freeman Johnson, CNR	✓	Giles Vanderhoof, Military	
Sara Jones, Cultural Affairs	✓	Doug Walther, B&I	
Dave Kieckbusch, DPS		Mike Willden, DHR	✓
Ginny Lewis, DMV	✓		

CALL TO ORDER

I   Introduction

- Perry Comeaux called the meeting to order.

II   Review and Approval of the Minutes

- After review of the February meeting minutes, it was motioned to accept the minutes and seconded. There were no other comments. The minutes from February 11, 2004 were accepted as presented.

III   Committee Membership

- Perry Comeaux welcomed the new membership to the committee meeting; introductions were made of attendees, including Jackie Crawford, Corrections, Terry Crawforth, Wildlife, and Jeanne Greene, Personnel, as well as those in attendance for a member.

IV   DoIT Customer Service

- Terry announced that DoIT is changing its culture and tracking the results. Terry Savage requested that he be notified directly on any issue at the Director's attention.

V   Discussion

- The <u>IT Project Prioritization Process</u> was discussed for continuing projects. A discussion occurred on how to deal with projects underway that meet the evaluation criteria. It was agreed to update the data and dollar amounts on projects with changes; if no change has occurred, a paragraph stating as such should be submitted.

  The planning group is going out to agencies to work with them as the TIR's come in.

  The TIR prioritization presentations will take place on June 15 and 17th; IFC is expected to be on June 16.

- The <u>State of Nevada</u> <u>Enterprise IT Strategic Planning</u> process was discussed; Perry Comeaux suggested a measurement and tracking mechanism to be included in the plan deliverable if possible. Terry Crawforth inquired if the elected departments (Treasurer/Controller/SOS/AG) were involved in the process; it was suggested that updates on common systems take place with one time linkage to the Strategic Plan for the elected groups at those sessions.

- A summary of centralized certificate authority and related security topics (secure socket layer, digital signature, encryption) and enterprise opportunities took place.

  Registration for NSA security training on May 18/19 and May 20/21 were announced; those interested should sign up at infosec@state.nv.us.
  Also announced was the IT Security Symposium to take place on May 6 at State Library and Archives; this will include security training. For more information contact DoIT Research Unit, Sherri McGee at smcgee@doit.nv.gov.

- <u>Enterprise Video Teleconferencing</u> descriptions and initial estimates were discussed; Terry Savage stated we should follow the new business project methodology the committee is developing. Chuck Chinnock indicated we must be going forward with this project and there was general agreement.

- Terry Savage introduced an update on the <u>Communications Steering Committee;</u> a status report to the Homeland Security Commissions for April 1 was distributed. Issues per Dave McTeer included a delay in getting off the

frequency in Las Vegas, how to communicate on a state wide basis over the long term, and the development of the statewide communication plan.

- The IT Optimization Study status report as of March 24 was handed out by Dave McTeer. McTeer indicated VOIP technology issues and further federal cost implications will be included. The committee indicated its thanks for continuing updates on information/details as applicable and available.

- The Cyber Terrorism Update was provided by Terry Savage as a related update.

VI   Future Issues/New Business

- Enterprise wide project methodology was introduced. It was requested that this be put on the agenda for discussion at the next meeting.

IV   WRAP UP

The next meeting of the IT Strategic Planning Committee was scheduled for April 14, 2004. It will be held in the Education Board Room.

ACTION ITEMS

Item No.	Description	Assigned To
1.	Support IT prioritization process with DoIT Planning Unit and Budget Office	Alisanne Maffei
3.	Collect input for Enterprise IT Strategic Plan with Directors	Alisanne Maffei
4.	Statewide Interactive Video Teleconferencing Cost Pool rough estimate and details	Mark Blomstrom
6.	Notify committee of NSA security training dates, May 18/19 and 20/21	Randy Potts
7.	Evaluate another room's availability; Education Board Room avail	Alisanne Maffei
8.	Collect and publish State Videoconferencing Equipment inventory	Alisanne Maffei

Related Links or contact information:

http://ncsc.nv.gov/ Nevada Communications Steering Committee website

IT Security email infosec@state.nv.us

Terry Savage contact: 684-5801, cell 721-5184, tsavage@doit.nv.gov